

CITY OF BURBANK

RIGHT OF WAY SPECIALIST

DEFINITION

Under general supervision, to process and facilitate excavation/construction permit approvals of City departmental projects, outside utility projects, and special events and permits in the public right of way; maintains City Cadastrals and right of way maps; and performs related work as required.

ESSENTIAL FUNCTIONS

Manages implementation of permits and required documentation; coordinates work with City inspectors, engineers, and contractors throughout the construction period; represents the permit/engineering section in utility and preconstruction meetings; provides assistance and facilitation whenever necessary to expedite project development; coordinates objectives, priorities, and schedules for special events and projects; oversees the Public Works Department data conversion and administers the Master Address City Cadastral; performs research and evaluates right of way land, including easements and encroachments; establishes and maintains relationships with organizations, private business firms, developers, brokers, public agencies, property owners, and the general public; facilitates permit processing for various development projects; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – civil engineering, science and mathematical principles.
- Skill in – modern office computer software and systems, including GIS and AutoCAD.
- Ability to – design, review and check utility, architectural and engineering plans; organize and coordinate project activities; develop applications; create and maintain databases; evaluate computer systems for department needs; communicate effectively both verbally and in writing; establish and maintain effective working relationships with supervisors, City departments, developers, contractors, fellow employees, and the public.

Education/Training: Graduation from an accredited college or university with a Bachelor's degree in engineering, planning, or a related field or four years of increasingly responsible experience in engineering or a related field.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.